

~~ADMINISTRATIVE INTERNAL USE ONLY~~

7 May 1974

MEMORANDUM FOR: Chief, Plans Staff

SUBJECT : Personnel Practices Survey

1. The Office of Personnel/Plans Staff developed the Personnel Practices Survey to identify and share successful personnel management ideas, methods and techniques as well as develop solutions to common problems. Our role has changed somewhat as a result of new directives issued on the basis of recommendations submitted by the PASG and approved by the DCI.

2. We have reviewed our Survey questions and determined that nearly all of them relate to the sixteen point program which the DD's are responsible for implementing in their Directorates. In order to avoid duplication of effort, therefore, meetings should be arranged with Directorate representatives to discuss the best means of meeting the needs of both the Plans Staff and the Directorates.

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3. I recommend that we begin with the DDM&S and arrange a meeting with [redacted] At the meeting we should discuss our list of questions and any Dave feels should be added for his purposes. We would need also to come to a mutual agreement on the best way to obtain the answers to the questions.

4. I propose that we question each of the sub-panels (formerly called Career Services) in the DDM&S. (We have already surveyed LOG and COMMO and would not need to see them again, except for a few questions such as the LOI ones.) I urge the continued use of personal interviews rather than questionnaires. In the long run our take will be more beneficial. I have no objection to conducting the interviews and prefer to do them myself if it means that we can get this project completed within the next couple of months.

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5. I suggest we discuss this with Frank and try to set up an appointment with [redacted] for next week.

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[redacted]

Plans Staff
Office of Personnel